

**STATE 9-1-1 COMMITTEE
BYLAWS**

Adopted 09/08/21

1. The members entitled to vote on Committee business are the members designated in Section 713(1) of Public Act 79 of 1999 (hereafter 'the Act') or their designated representatives who shall be named in a letter from the member to the chairperson of the Committee except members appointed under Sections 713(1)(i) and 713(1)(s) of the Act who may not delegate his or her vote to any other person. Members appointed under Sections 713(1)(i) and 713(1)(s) may serve until replaced by his/her appointing authority if a replacement is not named by the end of their term.
2. The Committee shall elect one of its members to serve as chairperson and one as vice-chairperson and both shall serve for a term of one year. The vice-chairperson shall be the presiding officer in the absence of the chairperson.
3. A quorum for the conduct of Committee business shall be a majority of the members physically present, designated, and serving on the Committee. Members may attend Committee meetings electronically by a video or telephone conference but are not permitted to vote unless they meet the remote attendance and exemptions section of Michigan's Open Meetings Act (OMA). Members who do not meet this criterion but are unable to be physically present for the Committee meeting may participate electronically by video or telephone conference but are not permitted to vote on any business items. Failure to establish a video teleconference due to technical or other problems shall not preclude conducting the meeting, as long as a quorum is present.
4. A majority for adopting any action (except bylaws) by the Committee shall be a majority of the members present when an action is proposed, and a quorum is present.
5. The rules of procedure for the Committee and any subcommittees shall be Roberts Rules of Order unless superseded by these bylaws.
6. Executive Committee. An Executive Committee of the State 9-1-1 Committee is established for the purpose of interpreting existing State 9-1-1 Committee policy when it is not practical or timely to call the State 9-1-1 Committee to order.
 - 6a. The proposed Executive Committee will not set State 9-1-1 Committee policy, nor will it interpret the law.
 - 6b. The members of the Executive Committee shall be the following members of the State 9-1-1 Committee:
 - The Director of the Department of State Police or his or her designated representative.
 - The President of the Michigan Sheriffs' Association or his or her designated representative.
 - The President of the Michigan Fire Chiefs Association or his or her designated representative.
 - The Executive Director of the Michigan Association of Ambulance Services or his or her designated representative.
 - The President of the Michigan Communications Directors Association or his or her designated representative.
 - The President of the Telecommunications Association of Michigan or his or her designated representative.
 - The representative of the Commercial Mobile Radio Service, as specified in MCL 484.1713(1)(s).
 - The current chairperson of the State 9-1-1 Committee if that individual is not the representative of one of the above organizations.

- The current vice-chairperson of the State 9-1-1 Committee if that individual is not the representative of one of the above organizations.

6c. Chairperson of the State 9-1-1 Committee will serve as the chairperson of the Executive Committee.

7. Subcommittees:

- 7a. The chairperson of the Committee, with approval of the Committee, may establish subcommittees as needed and designate the subcommittee chairperson and vice-chairperson. These appointments shall be reviewed annually by the chairperson and vice-chairperson of the Committee.
- 7b. The chairperson or vice-chairperson of a subcommittee must be a member of the Committee.
- 7c. The chairperson of the subcommittee, with the concurrence of the vice-chairperson of the subcommittee and chairperson of the Committee, shall designate members serving on the subcommittee. Other than the chairperson or vice-chairperson, all other members of a subcommittee need not be Committee members. Individuals interested in serving on the subcommittee must submit a written request to the chairperson of the subcommittee expressing such interest and stating any pertinent affiliations.
- 7d. Only duly designated members of a subcommittee may vote on issues before the subcommittee. The State 9-1-1 Administrator and State 9-1-1 Office support staff are non-voting members of all subcommittees of the State 9-1-1 Committee.
- 7e. A quorum for the conduct of subcommittee business shall be a majority of the members physically present, designated, and serving on the subcommittee. Members may attend subcommittee meetings electronically by a video or telephone conference but are not permitted to vote unless they meet the remote attendance and exemptions section of Michigan's Open Meetings Act (OMA). Members who do not meet this criterion but are unable to be physically present for the subcommittee meeting may participate electronically by video or telephone conference but are not permitted to vote on any business items. Failure to establish a video teleconference due to technical or other problems shall not preclude conducting the meeting, as long as a quorum is present.
- 7f. The subcommittee chairperson, in conjunction with the State 9-1-1 Office staff, shall issue meeting minutes for each subcommittee meeting held, and shall forward such minutes to the State 9-1-1 Committee members no later than five business days prior to the next scheduled State 9-1-1 Committee meeting for review. If this is not possible, the subcommittee chairperson shall give notice to the chairperson of the State 9-1-1 Committee regarding the delay and a verbal summary will be given to the Committee, if requested.
- 7g. A member of a subcommittee may be removed by the subcommittee chairperson, with concurrence from the vice-chairperson of the subcommittee and chairperson of the Committee if either of the following circumstances apply:
1. More than two subcommittee meetings are missed in a rolling calendar year without prior written notice to the chairperson of the subcommittee.
 2. The member is not taking an active role in fulfilling the responsibilities of the subcommittee and contributing to the overall success of the subcommittee's business and/or work.

- 7h. Membership of each subcommittee shall be reviewed annually by the chairperson of the Committee and the chairperson of the subcommittee.
- 7i. A subcommittee shall make a report/recommendation to the Committee after the matter has passed with a majority vote of the subcommittee. The subcommittee chairperson or vice-chairperson shall present the report/recommendation at the next scheduled Committee meeting or a special meeting duly called by the Committee Chairperson.
- 7j. A minority of the subcommittee can make a report/recommendation to the Committee after the subcommittee makes its report/recommendation to the Committee, but it cannot be acted on unless a Committee member makes a motion and gains support to substitute it for the report/recommendation of the subcommittee.
8. The agenda for each Committee meeting shall include a period when any member of the public may address the Committee, subject to relevancy and reasonable time limits.
9. Staff and administrative support for the Committee shall be coordinated by the Michigan State Police representative on the Committee, at the direction of the chairperson and the Committee.
10. Any writing prepared, owned, used, in the possession of, or retained by the Committee shall be made available to the public in accord with the Freedom of Information Act (Act No. 442 of the Public Acts of 1976, as amended), unless specifically exempted by law.
11. Business of the Committee and any subcommittees shall be in compliance with the Open Meetings Act (Act No. 267 of the Public Acts of 1976, as amended).
12. Conflicts of Interest
 - 12a. The State Ethics Act (Act 196 of 1973, as amended) and the contracts of public servants with Public Entities Act (Act 317 of 1968, as amended) as amended, are adopted by the State 9-1-1 Committee in their entirety, and supersede all conflicting bylaws, policies or other rules of the State 9-1-1 Committee.
 - 12b. Individual members of the Committee and/or subcommittees must promptly disclose in writing any financial or personal interest they may have to the chairperson of the Committee or subcommittee.
 - 12c. On an annual basis, the State 9-1-1 Committee will distribute the State Ethics Act (Act 196 of 1973, as amended) and the contracts of public servants with Public Entities Act (Act 317 of 1968, as amended), to all Committee and subcommittee members for their review and acknowledgement.
13. The chairperson of the Committee, in conjunction with the State 9-1-1 Office, shall report two consecutive absences of any member and/or designated member to the appointing authority.
14. The bylaws may be amended by a majority of the members designated and serving on the Committee. Any proposed changes in the bylaws shall be presented to the Committee at least 30 days prior to voting.